



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Licensure and Regulatory Services  
255 Rockville Pike, Suite 100, 1<sup>st</sup> Floor, Rockville, MD 20850  
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[www.montgomerycountymd.gov/licensure](http://www.montgomerycountymd.gov/licensure)

**ANNUAL PROGRAM STATEMENT REQUIREMENTS FOR RENEWALS**

Please check all appropriate boxes, if any of the items below have **changed** or if are **unchanged**. All changes and amendments **must be** returned with your license application **each year**.

**CHANGED (Attach to Application):**

- program purpose, goals and objectives;
- means to accomplish the goals and objectives;
- needs and capabilities of the population to be served;
- proposed budget, resources, and procedures to meet those needs;
- proposed operating methods and procedures for medication management, transportation, social and recreational services, 24 hour supervision, personal care services, and food service;
- client admission and retention criteria;
- qualifications and experience of the applicant and the personnel operating the group home; and
- emergency preparedness

**UNCHANGED (No Attachment Required):**

- program purpose, goals and objectives;
- means to accomplish the goals and objectives;
- needs and capabilities of the population to be served;
- proposed budget, resources, and procedures to meet those needs;
- proposed operating methods and procedures for medication management, transportation, social and recreational services, 24 hour supervision, personal care services, and food service;
- client admission and retention criteria;
- qualifications and experience of the applicant and the personnel operating the group home; and
- emergency preparedness

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_